



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	133D	Case Management	9-22-2009
Subchapter:	2	In-Person Visits with Clients and Out-of-Home Placement Providers	
Section	6	Establishing a schedule for in-person visits (N.J.A.C. 10:133D-2.6)	

§10:133D-2.6 Establishing a schedule for in-person visits

(a) The Division representative and supervisor shall establish a schedule for each child, his or her parent and out-of-home placement provider based on the following:

1. The services to be provided by the Division and the tasks to be accomplished directly by the Division representative;
2. The services to be provided by non-Division service providers;
3. The case goal; and
4. The assessed risk to the child.

(b) The supervisor and the Division representative shall manage the schedule when appropriate.

(c) Each established schedule for in-person visits shall fall between a range of once every week to monthly, except as provided in (d) and (f) below.

(d) The local office manager may approve an in-person visitation schedule of once every three months for a child, parent or out-of-home placement provider, when a child resides in an out-of-State treatment-based out-of-home placement program further than 50 miles of the New Jersey State border that precludes in-person visitation more frequently than once every three months.

(e) For a New Jersey child who resides with his or her resource family in another state, where the distance from New Jersey precludes in-person visitation more frequently than once every six months, the local office manager may approve a yearly in-person visitation schedule of two in-person visits by the Division representative and two in-person visits by an agency pursuant to the Interstate Compact on the Placement of Children, N.J.S.A. 9:23-5 et seq. The shared in-person visitation schedule between New Jersey and the receiving state shall be included in documentation of the visitation schedule as approved by the local office manager.

(f) The local office manager may approve:

1. An in-person visitation schedule of once every three months for a parent when the parent lives out-of-State at a distance, which precludes more frequent in-person visitation and the case plan indicates a continuing need for interaction between the parent and the Division representative; or

2. No in-person visitation schedule for a parent who lives out-of-State at a distance which precludes routine in-person visitation, the parent is unwilling to schedule regular in-person visitation and the case plan does not indicate a continuing need for interaction between the parent and the Division representative.

(g) Whenever an in-person visitation schedule of once every three months has been approved under the provision of (d) above, the Division representative shall maintain monthly telephone contact between visits with all parties, as well as with collateral individuals; for example, school personnel.

(h) The Division representative shall advise each child, his or her parent, and the out-of-home placement provider of the schedule for in-person visits and any changes in the schedule.